

# Tips for Using Student Laptops

Students can accidentally zoom in or out of the screen when using two fingers on the mouse pad.  
**In order to fix this, press Ctrl + 0**

Press **Ctrl +** to enlarge the screen

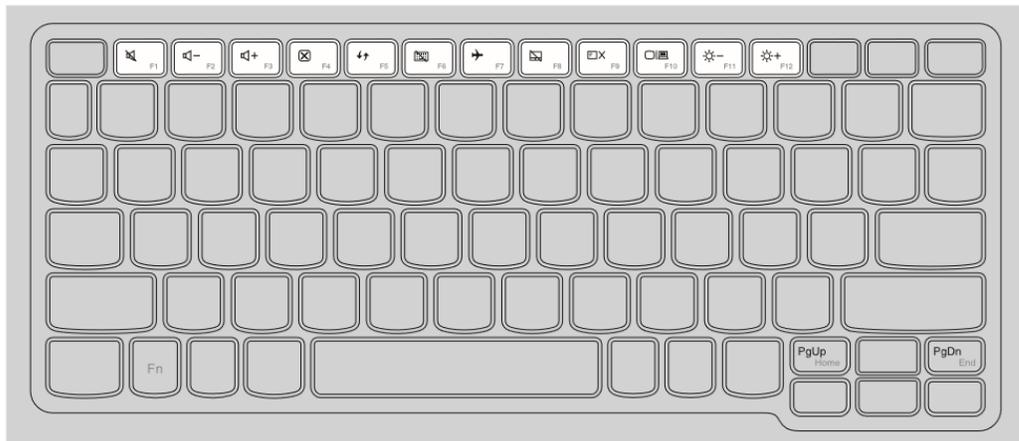
Press **CTRL -** to shrink the screen

**If you can't log in as a different student:**

- Turn the computer off and on again
- Look at the wifi signal in the bottom right corner
- If it is not connected to the Wifi, click on the symbol  and connect it to **BYOD**

## The Function Keys:

Sometimes students can cause things to happen to the laptop by accidentally pressing a function key at the top of the keyboard. To fix the problem, press the function key again. (You may also need to press the Fn key before you the numbered function key at the top.) Here is what some of them do:



: Mutes/unmutes the sound.



: Enables/disables airplane mode.



: Decreases the volume level.



: Enables/disables the touch pad.



: Increases the volume level.



: Turns on/off the backlight of the LCD screen.



: Closes the currently active window.



: Toggles the display between the computer and an external device.



: Refreshes the desktop or the currently active window.



: Decreases display brightness.



: Enable /disables the keyboard.



: Increases display brightness.

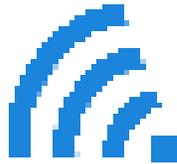
If students change the background so that the screen is black with white writing:

**Press Left Alt + Shift + Print Screen (PrtScn)**

**If students have no L drive or V drive and no icons on their main screen:**

If students log in too quickly after turning on the computer, it will not connect properly. They will need to log off and log back in again.

Make sure that you see the Wifi symbol in the bottom right fully filled in before logging in:



If a student has turned the screen upside down:

You can change the direction of the screen by pressing Control (Ctrl) + Alt + an arrow key



**At the end of your classes please make sure:**

- ✓ All the laptops are plugged in
- ✓ The cart is plugged in to the wall
- ✓ The switch on the cart is turned on so it will charge